

**Concordia University
Faculty of Commerce and Administration
Faculty Council
Friday, March 7, 1997**

M i n u t e s

Present: M. Anvari (Chair)
C. Bayne (DS&MIS), A. Brodt (Fina.), M. Buyukkurt (DS&MIS), A. Del Bianco (CASA), M. El Louadi (DS&MIS), Z. Gidengil (Mktg.), J. Hall (Mana.), A. Hochstein (MBA), S. Hoffman (Lib.), A. Jalilvand (Fina.), G. Johns (Mana.), G. Kanaan (Acco.), A. Lavack (Mktg.), T. Lituchy (Mana.), R. A. Long (Acco.), L. McGown (Mktg.), R. J. Oppenheimer (Mana.), N. Rego (CASA), M. Thakor (Mktg.), T. J. Tomberlin (Assoc. Dean), C. Vallejo (Mod. Lang.)

Guests: E. Besso, B. Freedman, J. E. Jans, R. Lapointe

**Absent with
Regret:** J. Craighead, G. Martin

I Call to Order

The meeting was called to order at 09:30. It was agreed that items requiring a vote would not be discussed until a quorum was assured.

II Closed Meeting

III Open Meeting

IT WAS MOVED BY T. J. TOMBERLIN AND SECONDED BY J. HALL THAT FACULTY COUNCIL GRANT SPEAKING PRIVILEGES TO R. LAPOINTE, VICE-PRESIDENT EXTERNAL, CASA, WHO WILL ADDRESS THE COUNCIL CONCERNING DOCUMENT CAFC-97-02A-04, CAREER AND PLACEMENT & THE RECRUITING PROCESS.

THE VOTE WAS POSTPONED UNTIL A QUORUM WAS ESTABLISHED.

IV Approval of Agenda - CAFC-97-02A

Please refer to item VI below.

V Approval of the Minutes - CAFC-97-01M

Please refer to item VI below.

VI Chair's Remarks and Question Period (15 minutes maximum)

The Chair announced that the official accreditation of the Faculty programs by the American Assembly of Collegiate Schools of Business had been confirmed by fax. Copies of the confirmation were circulated to all present.

With regard to the University budget, the Chair advised that the expected reduction in operating funds is approximately \$15M for 1997-1998 and \$5M for 1998-1999. No concrete decisions as to how to implement the reduction have yet been made.

The Chair reported that CREPUQ has struck a committee to examine each program in all Quebec universities and to report their recommendations for streamlining these programs to the Ministry of Education. Copies of the CREPUQ working document, which provides an overview of the evolution of the Quebec university system and identifies the criteria that will be used in the evaluation process, are available in the offices of the Chairs.

The Chair reported that in response to the request of the Provost and Vice-Rector, Research for Faculty

response to the document entitled Our Immediate Future, the Faculty Planning and Budget committee has proposed that the departments discuss the document and forward their responses to the Faculty Planning and Budget committee by the end of March. The committee would attempt to synthesize the feedback from the departments for consideration by Council. The offices of the Department Chairs and Program Directors have copies of the document.

The Chair announced that A. Lavack has just completed her doctoral studies. He also announced the remarkable success of Concordia students in the fall CGA examinations noting that students who had taken the Concordia CGA coaching program had achieved a 97% pass rate. (See attached document: CAFC-97-02M-01). The Concordia pass rate for Accounting, Auditing, Finance and Taxation surpassed the overall Quebec pass rate. Concordia's overall pass rate was 72%, the Quebec overall pass rate was 61%. He congratulated the members of the Accountancy department, the Finance department and the Executive Development program for their major contribution to this success.

In conclusion, the Chair reminded faculty members of the nomination process for the Concordia Medal, The Malone Medal, The O'Brien Medal, The Stanley G. French Medal and The First Graduating Class Award. The deadline for nominations is April 11, 1997 and nomination forms are available in the Office of the Dean.

Congratulations were extended to all those who worked on the accreditation process.

In response to a question about the status of the budget, the Chair advised the budget would be tabled at the May Senate meeting. With regard to the ongoing CUFA negotiations, he advised that the administration was of the opinion that an across the board increase in workload would be non-productive whereas it appears that CUFA prefers equal treatment for all faculty.

A count was taken. Quorum was established. The Chair explained that the student Council representatives were participating in a meeting where a proposal for student contribution to the Capital Campaign was being considered.

The Chair returned to items IV and V above.

IT WAS MOVED BY J. HALL AND SECONDED BY G. JOHNS THAT FACULTY COUNCIL APPROVE THE AGENDA, CAFC-97-02A.

It was agreed that the agenda be amended to include under the CASA report - Career and Placement & The Recruiting Process, document CAFC-97-02A-04.

THE MOTION WAS CARRIED UNANIMOUSLY.

IT WAS MOVED BY T. J. TOMBERLIN AND SECONDED BY A. LAVACK THAT FACULTY COUNCIL APPROVE THE MINUTES OF THE FACULTY COUNCIL MEETING HELD FEBRUARY 7, 1997, CAFC-97-01A.

THE MOTION WAS CARRIED UNANIMOUSLY.

The Chair introduced Dr. E. Besso.

Guest: Dr. E. Besso, Director, Research Services - CAFC-97-02A-01

E. Besso noted the process for the declaration of inventions articulated in Article 27 of the CUFA collective agreement. She explained that the inventor owns any invention, however, because University resources are often involved, the University has an interest and the capacity to assist the inventor to commercialize or sell his/her invention. Few inventions have been declared and successfully exploited. It is believed that the low rate of declaration may be attributable to the lack of awareness of the modified procedures for declarations and the services of Univenture, an arms-length corporation which was approved by the Board of Governors in June 1996. Univenture handles technology transfer, performs evaluations, examines the

market,

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searches for potential partners and shares key resources with a McGill University counterpart. E. Besso detailed the services available, the benefits to the University and summarized the activities of Univenture since its inception. Further inquiries about the procedure would be welcomed by the Office of Research Services.

VII Faculty Council Elections

There were no elections.

VIII Business Arising from Previous Meeting

1. Faculty response to Dr. J. Lightstone's document "Our Immediate Future"

The Chair advised that the Faculty Planning and Budget Committee had recommended that discussion take place at the May meeting of Council when feedback from the departments has been received.

IX Report: Undergraduate Programs, Academic and Student Affairs

With regard to recruitment, D. Morin reported that the French CEGEP visits have been completed.

With regard to retention, she reported that the assessment of approximately 1,000 first-year students has been finalized. A personal letter from the Associate Dean commenting on the student's performance has been sent to all students assessed. Students who have experienced difficulty have been invited to meet with the Associate Dean or a member of the staff and the Department of DS&MIS has offered to counsel students having problems in DS&MIS. Students on conditional standing and newly re-admitted students have also been monitored and contacted. She reported that "Coffee and muffins with the Associate Dean" had been a success again this year with 150 - 200 students participating, and orientation sessions for newly admitted students will begin after the acceptance letters have been issued.

With regard to curriculum, D. Morin reported that the revision of the B. Administration has begun and the major in Economics will be examined in light the Faculty's curriculum revision implemented in September 1996

X Report: Graduate Programs, Research and Program Evaluation

T. J. Tomberlin reported that the Faculty Research Committee has awarded over \$30,000 in internal grants and agreed to renew the site licenses for SPSS, Lexus Nexus and End Notes for the computer labs. Steps are being taken to facilitate the installation of this software for interested faculty members.

XI Report: External Affairs and Executive Programs

On behalf of J. A. Rosenblatt, M. Anvari reported that the ceremony for the AACSB Accreditation award will take place April 11, 1997 in the morning. Concurrently the second Commerce newsletter will appear as an insert in the Gazette, La Presse and the Globe & Mail. Promotional activities are being organized for the annual Women and Work symposium which will take place in May.

XII Report: Administrative Affairs and Human Resources

There was no report.

XIII Reports from Faculty Representatives on University Committees

1. **University Senate** - There was no report.
2. **Arts and Science Faculty Council** - There was no report.
3. **Senate Academic Planning and Priorities** - There was no report.
4. **Senate Academic Programs Committee** - There was no report.

5. **Senate Research Committee** - There was no report.
6. **Senate Academic Services Committee** - There was no report.
7. **University Library Committee**
S. Hoffman reported that the automation of the business data base is close to completion, and full-page articles can be sent by fax at no charge. She advised that the agreement for the data base had been negotiated by Director of Libraries among four universities, including HEC, where the server is located, McGill and Bishops. The Director has agreed to offer information sessions to interested faculty members once the system is in full operation.
8. **Undergraduate Scholarships and Awards Sub-committee** - There was no report.
9. **Computer Resources Committee** - There was no report.
10. **Board of Governors** - There was no report.
11. **Council of Graduate Studies** - There was no report.

XIV Reports from Student Associations

1. C.A.S.A. Report

Career and Placement & The Recruiting Process - CAFC-97-02A-04

IT WAS MOVED BY A. DEL BIANCA AND SECONDED BY J. HALL THAT FACULTY COUNCIL GRANT SPEAKING PRIVILEGES TO R. LAPOINTE, VICE-PRESIDENT EXTERNAL, CASA.

THE MOTION WAS CARRIED UNANIMOUSLY.

A. Del Bianco reported that CASA elections were underway. The new president of CASA will be introduced at the next meeting of Faculty Council. She announced that a celebration of the Commerce Games and Undergraduate Business Games will take place at Molsons.

R. Lapointe reported that a student survey concerning Concordia's student placement and recruitment process identified several problems and generated a number of possible solutions as outlined in document CAFC-97-02A-04. He noted that the Faculty was the largest English business school in the country and one of the few business schools lacking a recruitment and placement centre. With reference to the proposed budget, he reported that McGill has launched a similar initiative which obtains 50% of the \$300,000 budget from the students and 50% from the business faculty. He requested the Faculty's support for the proposal and asked for suggestions as to how to proceed.

During the ensuing discussion, the institution of a Faculty of Commerce and Administration Student Placement centre was generally endorsed by members of Council. It was commented that some U.S. Schools charge students a small fee for the cost of photocopying and sending resumes by fax. It was pointed out that the questions about student placement and tracking of alumni had been raised during the AACSB accreditation process. It was proposed that the placement process in other business schools be examined before proceeding. It was stated that the Faculty had full responsibility for student placement in light of the Faculty mission to educate and graduate employable students. The importance of defining the organizational structure and the human resource qualifications of the staff involved was emphasized.

The following questions were raised during the discussion: . Is the \$100,000 proposed budget sufficient? .Who will operate the centre, faculty or students or both? .What will the consultation process be? Will the Chairs, Program Directors and Associate Deans be consulted? . Will the centre be responsible for the placement of both graduate and undergraduate students? . What is

the next step given that there is a consensus to proceed?

The Chair confirmed that members of Council agreed that the Faculty make a financial commitment to establishing a Faculty Student Placement Centre. He agreed to report back to Council at the next meeting after discussing the matter with the decanal team. In response to concerns about the outstanding questions, the Chair gave his assurances that the issues raised would be brought to the attention of Associate Dean Rosenblatt who worked with the students on this project.

2. **C.G.S.A. Report** - There was no report.

XV

New Business

1. **Proposal concerning Research Centres at Concordia University: Policies and Procedures - CAFC-97-02M-02**

With regard to the fund referred to in recommendation #1, page 3, it was asked if funding would be generated by the research funds obtained by all faculty or only the funds generated by faculty researchers involved in University Centres. T. J. Tomberlin replied that approximately 50% of research funds generated in the University have been obtained by centre researchers. However, because the University has not provided an infrastructure support to maintain the level of funding from the granting agencies. Given that 1993-94 research funds contributed approximately \$3.2 million to the operation of the University over and above the monies spent on the actual research, the intent is to redirect some of these monies back into the centres, which would in turn generate additional funding. He noted that the administration and decision-making for the fund will be made by the Committee on Research Centres which will receive input from all Faculties by means of faculty representation on the Council of Graduate Studies and Research, the Senate Research Committee and the Dean or Dean's delegate for the Committee on Research Centres.

It was clarified that Faculty research funds would not be part of the funds, in as much as the Centres generate 50% of University research funds and the proposed funding will represent only a small portion of that 50% of research funds.

It was generally agreed that the Faculty would benefit by the establishment of research Centres and that the Council supports the proposal entitled Research Centres at Concordia University: Policies and Procedures (CAFC-97-02M-02).

2. **Revision of the Code of Conduct (Academic) - CAFC-97-02M-03**

The Chair introduced guests B. Freedman, Legal Counsel and Dr. J. E. Jans, Vice-Dean, Student Affairs, Faculty of Arts and Science.

IT WAS MOVED BY T. J. TOMBERLIN AND SECONDED BY C. BAYNE THAT FACULTY COUNCIL GRANT SPEAKING PRIVILEGES TO B. FREEDMAN AND J.E. JANS.

THE MOTION WAS CARRIED UNANIMOUSLY.

B. Freedman outlined the rationale for the revision of the code. Problems identified in the current code include different sanctions for different violations of the code, the range of sanctions are too narrow, the decentralization of the process results in inequities across the Faculties, lengthy delays in the process, and the role of the Registrar as "prosecutor". He reported that the proposed revision contains approximately 40% of the current code with substantial modifications, particularly in the process. He pointed out the revised and facilitative role of the dean who would have the authority to exonerate or impose a sanction of failure in a course after interviewing the student. If the student accepts the dean's sanction, the process is complete; if the student does not accept the sanction, a full hearing can be requested. He explained that the document has been sent to Faculty Councils and student associations for feedback by March 24, 1997 and will then go

to the APC and Senate for adoption

The notion of a Faculty-wide hearing committee was questioned based on a concern that the charge could be misunderstood by faculty members unfamiliar with the discipline. It was agreed that the code could be amended to specify that the two faculty members of the committee, composed of the chair and vice-chair, two faculty members and two students, be from the Faculty of the student in question.

In response to a question about the purpose of the revision, B. Freedman explained that the intent is to simplify a process that now requires five separate committees requiring numerous members. The revision proposes a centralized committee where expertise, experience and knowledge related to the process will be developed.

It was agreed that the document could be amended to specify that the student can appeal the dean's sanction only if a penalty of more than 6 credits has been recommended.

XVI Other Business

IT WAS MOVED BY A. JALILVAND AND SECONDED BY R. J. OPPENHEIMER THAT THE MEETING BE ADJOURNED.

THE MOTION WAS CARRIED UNANIMOUSLY.

The next regular meeting of Faculty Council is scheduled to take place on Friday, May 2, 1997 at 09:30 in room GM403-2.